EPMO News

Enterprise Project Management Office (EPMO) – its.epmo@its.nc.gov

What's New? – The EPMO Improvement Plan is now available for viewing on the EPMO website. We will keep you informed about progress and plans in carrying out the improvements.

EPMO Training

PMP Prep Class - the Fall Class starts September 30th with good participation. Next class is in the Spring, email jesus.lopez@its.nc.gov

FY 08-09 Various Project Management Training, TBD, email barbara.swartz@its.nc.gov

EPMO Team

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Portfolio Management
PPM tool and processes
   Jim Tulenko
   Charles Richards
   Barbara Swartz

Please send feedback to its.epmo@its.nc.gov

"Non-typical Project Lifecycles"

Although our PPM workflow caters to the waterfall model, we recognize that not all projects will tailor to this model. The **waterfall model** is a sequential software development model in which development flows downwards (like a waterfall) through requirements analysis, design, construction (coding), testing (validation), integration, and deployment. Once the project is complete, the application is under maintenance. Based on the PPM workflow, the project is sequential that goes from gate to gate with approvals at each phase.

If you search "software development life cycle" there are many other models. Agile, iterative, RAD, RUP, spiral, XP and SCRUM are just a few.

Some of our IT projects are not application related but infrastructure, business process re-engineering, or creation of new IT services.

Bottom Line – Plan your work and how you will use your resources. Work with your PMA and the EPMO QA team to determine the best model and how it fits into the PPM tool workflow.

As the EPMO comes across non-typical projects, we will document how best to put them into our PPM workflow and add this to our web site. This way we can share knowledge across our agencies.

EPMO Website Improvements

What is Changing?
We have changed the EPMO website to improve the navigation and content and to make it easier for our customers to find documents and processes. This is part of our EPMO Improvement Plan as well as a bigger ITS initiative to improve the ITS web presence.

What is the Plan?
There are three phases to this effort. Phase I is content and navigational improvements. Old and out of date documents have been removed, information is now organized around the EPMO services and the left side of the web page is used to navigate around the EPMO web site and is Standardized on every web page. Phase II is to take the improved content and navigation and to make design improvements. Cathy Warren, the ITS Communication Director, will establish a customer focus team to provide input into what is important from a customer perspective. Based on this focus team, design improvements such as look and feel and navigation will be made to the EPMO website.

Phase III is where new technology and features will be used to further improve communication and collaboration.

How can you help?
As you look at our web site, please let us know if you can't find something or if we have removed a document that you have used in the past.

What's Next.
In the forms and templates web page we have included all forms and template found under the PPM Tool Help/NCHelp section. This way you can either go to the web or go to the tool to find standard documents. Barbara Swartz is working with Cathy Warren to make the templates, headers and footers more standard. You can expect more improvements in the forms and templates section.

We also would like to start show-casing projects. This helps show the value of project management processes to deliver business systems to the citizens, employees or businesses.

PMP Preparation Training

September 30th begins our eighth cycle of PMP preparation to help employees obtain their PMP certification. The EPMO would like to thank everybody who helps present the material for their time and effort.

EPMO Improvement Plan

You will see on the EPMO website our Improvement Plan for 08-09. We have seven areas for improvement and action items to complete to show progress in these areas. Many of these items were based on your input to last year's customer survey and the EPMO Audit.

Important Links

EPMO Web Site

<<http://www.epmo.scio.nc.gov/>>

PPM Tool

<https://www.ppm.state.nc.us/UMTNC/Login.aspx/>

The Mystery of the Agency Document Checklist

What is the Agency Document Checklist?

On the PPM workflow, there are documents and information required to be updated prior to exiting one gate and entering another gate. Some of these documents are listed under "Agency Document Checklist".

Are the Agency Documents required to be loaded into the PPM tool?

Yes, if you indicated on the "Project Info" tab in the PPM tool that these documents are required, then the documents must be uploaded into the PPM tool for gate approval.

Where is document information on the "Project Info" tab?

Scroll about halfway down and you will see "Agency Document Checklist". The "Artifact Check List" which follows determines what documents you will or won't produce and load in the PPM tool.

Make a Suggestion!

Did you know that you can make suggestions on how to improve EPMO processes? If you see something that does not make sense in our PPM workflow, did you know you could request a change?

How do I make a suggestion?

We have added to the EPMO web site a "Make a Suggestion!" link. This will require you to complete an EPMO Improvement Recommendation

request and send to our EPMO mailbox.

When received, a review team which includes Chris Cline from Community Colleges and Cheryl Ritter from DOT helps us review and approve your suggestions.

Team Members Changing

I am pleased to let you know that John McShane has taken on the responsibility of Chief Financial Officer at ITS. As a result we have a new

project management advisor, Valerie Maat, who was part of the BEACON PMO at the Office of State Controller. Also Doug Banich is Manager for

Application Engineering in the Architecture and Engineering unit. Doug is the state approver for architecture in our project approval process.

What's Changing

PPM Tool Strategy

See next Project Management Advisory Group for updates

Process Changes

Lessons learned required for projects > $500,000

Closeout document process

Documentation Changes

Non approval process documentation is now a separate document

New closeout document

Updates to the PPM Workflows

New PMA Assignment List

Documentation Changes

Communication Plan

Schedule of EPMO Events

No PPM tool changes for this quarter